Citigroup® Global Transaction Services

Citibank® Commercial Cards, Government Services

Department of the Navy APC Conference

March 3 – 4, 2004 Atlanta, GA

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Citigroup® Global Transaction Services

Citibank® Commercial Cards, Government Services

Department of the Navy Purchase Card Program

Use of Purchase Card as Method of Payment

Activity Setup

Assigning Entitlement to APC

- **Request that activity's APC be entitled for MOP**
  - Send CitiDirect Access Request form to the DoN eBusiness Office for approval and forwarding to Citibank
    - New Request
    - Entitlement Change
  - Types of Entitlement
    - AOPC – Contract
    - AOPC – Adhoc/Contract
    - AOPC – FO Contract

Activity Setup

CitiDirect AOPC Setup/Maintenance Form

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CITIBANK® GOVERNMENT AGENCY/ORGANIZATION PROGRAM COORDINATOR SETUP/MAINTENANCE FORM

SECTION I **INSTRUCTIONS**

1. To add, delete or change Program Coordinator (PC) information, the Agency/Organization Program Coordinator (A/OPC) completes Sections I through III and signs in Section IV.
2. Indicate the **type** of request: _____PC Setup and CitiDirect® Card Management System ID Request
   _____PC Setup but **DO NOT** issue a CitiDirect Card Management System ID
   _____PC Setup and CitiDirect Card Management System ID Request for view only
3. Indicate the **action** you are requesting: _____Add to PC info **(Complete entire form)** _____Change PC information **(Complete Reporting Hierarchy and only the items requiring a change)** _____Delete PC info _____Add as Alternate PC
4. Maintain a copy in the Approving Official and Agency/Organization Program Coordinator's files.
5. Fax completed form to your Client Account Manager at 904-954-7700.

SECTION II **AGENCY/ORGANIZATION PROGRAM COORDINATOR INFORMATION**

The Agency/Organization shall identify below an Agency/Organization Program Coordinator (A/OPC). The Agency/Organization may also identify additional A/OPCs to handle account matters. A detailed description of the A/OPC's responsibilities may be found in the Agency/Organization Master Contract.

(1) **First** Name of A/OPC | **Middle** Initial | **Last** Name (maximum 24 characters total)

(2) Business Mailing Street Address | E-mail Address

City | State | Zip Code | Country

(3) ( ) Business Phone | (4) ( ) Fax Number | (5) Verification Information

SECTION III **REPORTING PARAMETERS**

Agency/Organization Name: (6) _____

Reporting Hierarchy: (7) _____ _____ _____ _____ _____ _____ _____

SECTION IV (8) **TERMS AND CONDITIONS** (Signature required for paper submission only.)

To the best of my knowledge, the information provided on this form is true and correct and I have the authority to sign this application.

1. Signature of Agency/Organization Program Coordinator | Date
2. Signature of Agency/Organization Program Coordinator | Date

SECTION V **INTERNAL USE ONLY** (This is to be completed by Citibank.)

1. Signature of Processor | Date | Form processed at Jacksonville's CS Center.
2. Signature of Services Administrator (Initial check) | Date | This setup form has all the needed information to process at the CitiDirect system.
3. Signature of authorized CitiDirect® Card Management System Representative (ID creator) | Date | The requested Login ID has been created.

CB006 1/2 Final 6/6/03

ALL fields must be completed prior to submission or the form will be returned to you. Numbers in parentheses correspond to numbers on guide sheet on next page.

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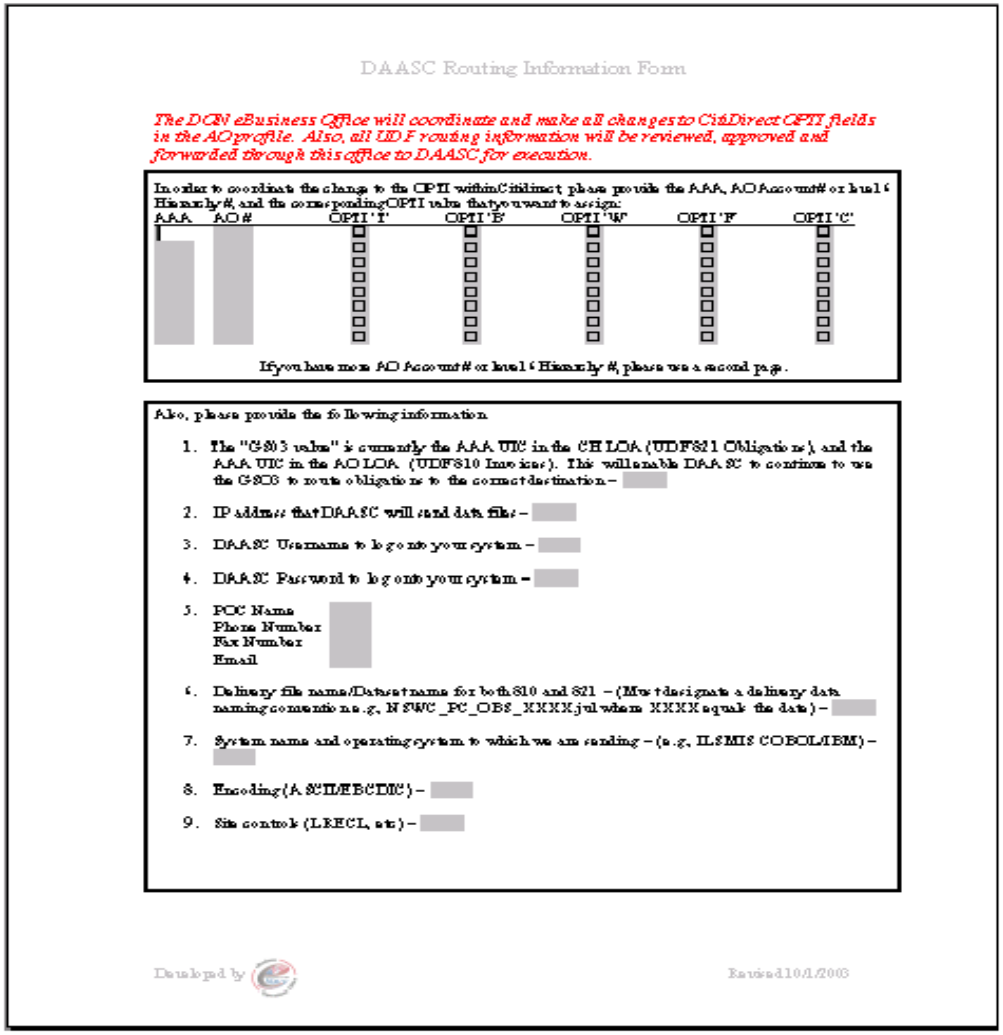
Activity Setup

Activating AAA/OPTI

- **Complete the DAASC Routing Information Form**
- **Send form to the DON eBusiness Office for approval and forwarding to DAASC and Citibank**
  - **Forms received by Citibank before the 10th of the month will be processed by the 21st of the current month.**
  - **Forms received after the 10th of the month will be processed after the beginning of the next cycle.**

Activity Setup

DAASC Routing Information Form



DAASC Routing Information Form

The DCN eBusiness Office will coordinate and make all changes to CitiDirect OPTI fields in the AO profile. Also, all UDF routing information will be reviewed, approved and forwarded through this office to DAASC for execution.

In order to coordinate the change to the OPTI within Citidirect, please provide the AAA, AO Account# or level Hierarchy #, and the corresponding OPTI value that you want to assign:

AAA	AO #	OPTI 'I'	OPTI 'B'	OPTI 'W'	OPTI 'F'	OPTI 'C'

If you have more AO Account# or level Hierarchy #, please use a second page.

Also, please provide the following information

1. The "GSO3 value" is currently the AAA UIC in the CH LOA (UDFS21 Obligations), and the AAA UIC in the AO LOA (UDFS10 Invoices). This will enable DAASC to continue to use the GSO3 to route obligations to the correct destination –
2. IP address that DAASC will send data files –
3. DAASC Username to log onto your system –
4. DAASC Password to log onto your system –
5. POC Name
   Phone Number
   Fax Number
   Email
6. Delivery file name/Dataset name for both 810 and 821 – (Must designate a delivery data naming convention e.g., NAVC_PC_OBS_XXXXjul where XXXX equals the date) –
7. System name and operating system to which we are sending – (e.g., ILSMIS COBOL/IBM) –
8. Encoding (ASCII/EBCDIC) –
9. Site control (LRECL, etc) –

Developed by

Revised 10/1/2003

APC Functionality

Card Management

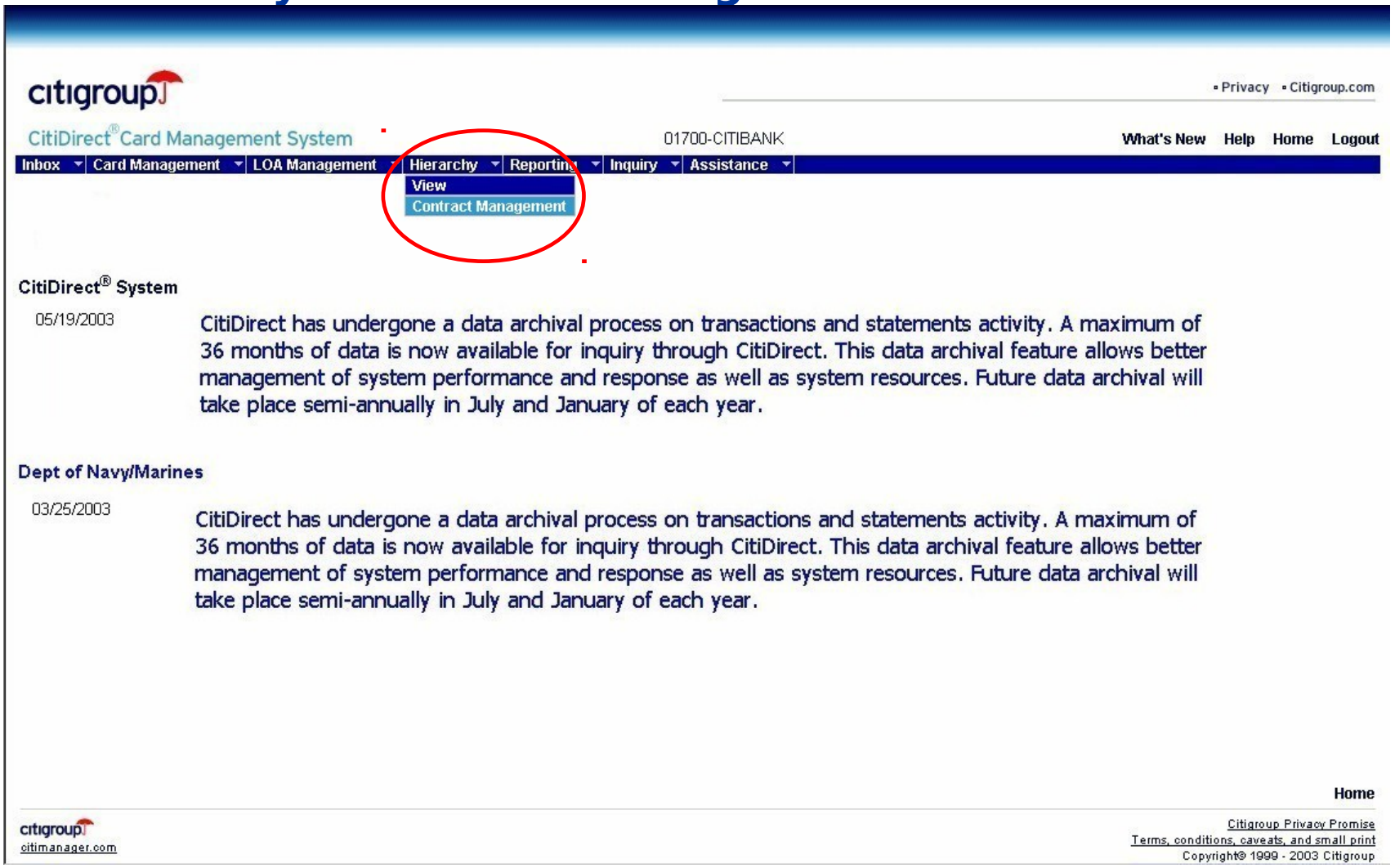
- **Assign OPTI “C” to Approving Official’s account**
  - Only APCs with “Contract” entitlements have the OPTI “C” enabled in the dropdown
- **Validate the default LOA assigned to the accounts**
  - Verifying that the LOAs assigned to the AO’s and cardholder accounts have the appropriate AAA values is critical to routing the invoice file.

Hierarchy – Contract Management

- **Contract Number**
  - Search
  - Add to dropdown
  - Delete from dropdown
- **ACRN**
  - Search
  - Add to dropdown
  - Delete from dropdown
- **PIIN**
  - Search
  - Add to dropdown
  - Delete from dropdown

APC Functionality

Hierarchy – Contract Management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Privacy
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01700-CITIBANK
What's New
Help
Home
Logout
Inbox
Card Management
LOA Management
Hierarchy
Reporting
Inquiry
Assistance
View
Contract Management
CitiDirect® System
05/19/2003
CitiDirect has undergone a data archival process on transactions and statements activity. A maximum of 36 months of data is now available for inquiry through CitiDirect. This data archival feature allows better management of system performance and response as well as system resources. Future data archival will take place semi-annually in July and January of each year.
Dept of Navy/Marines
03/25/2003
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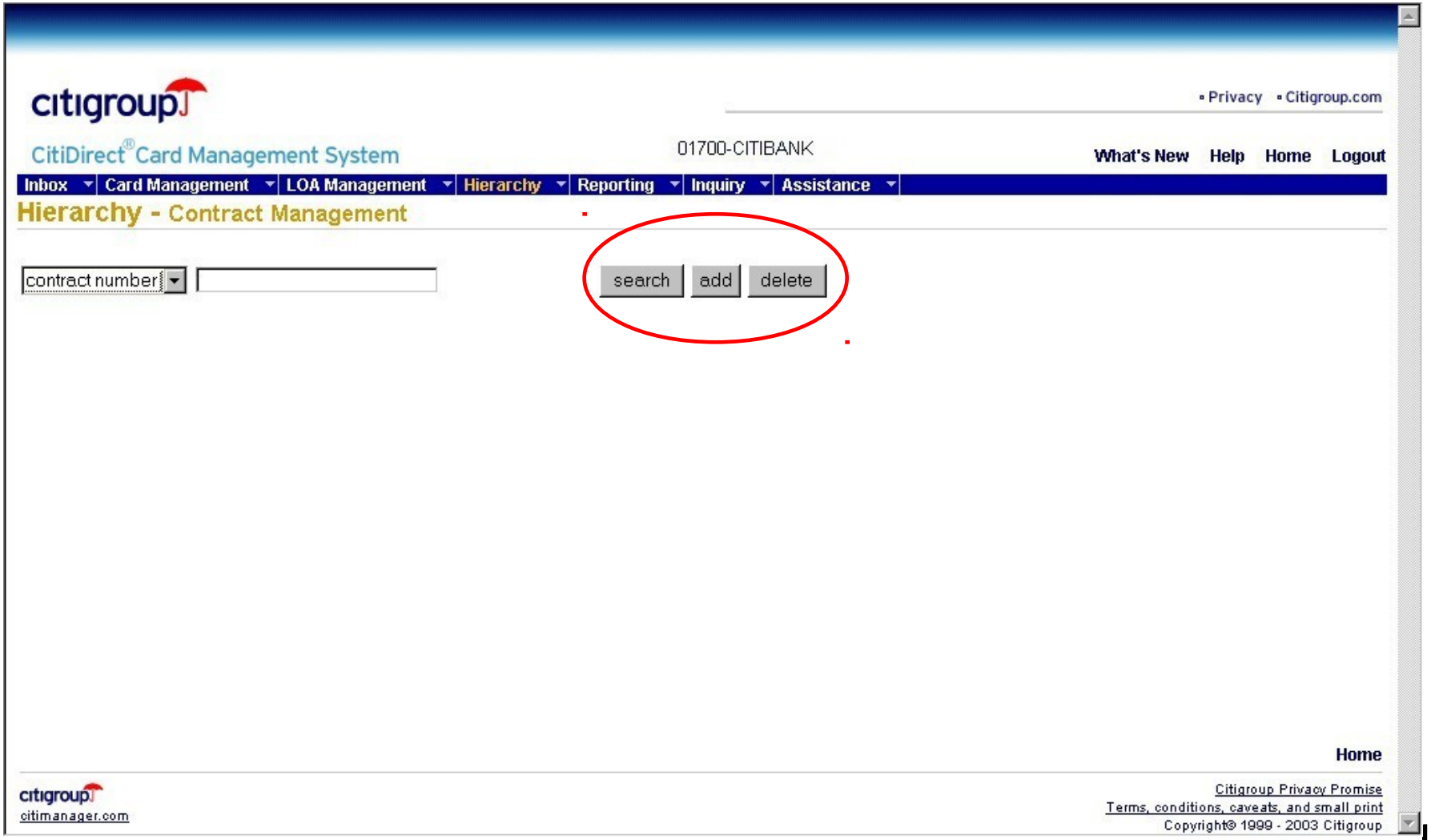
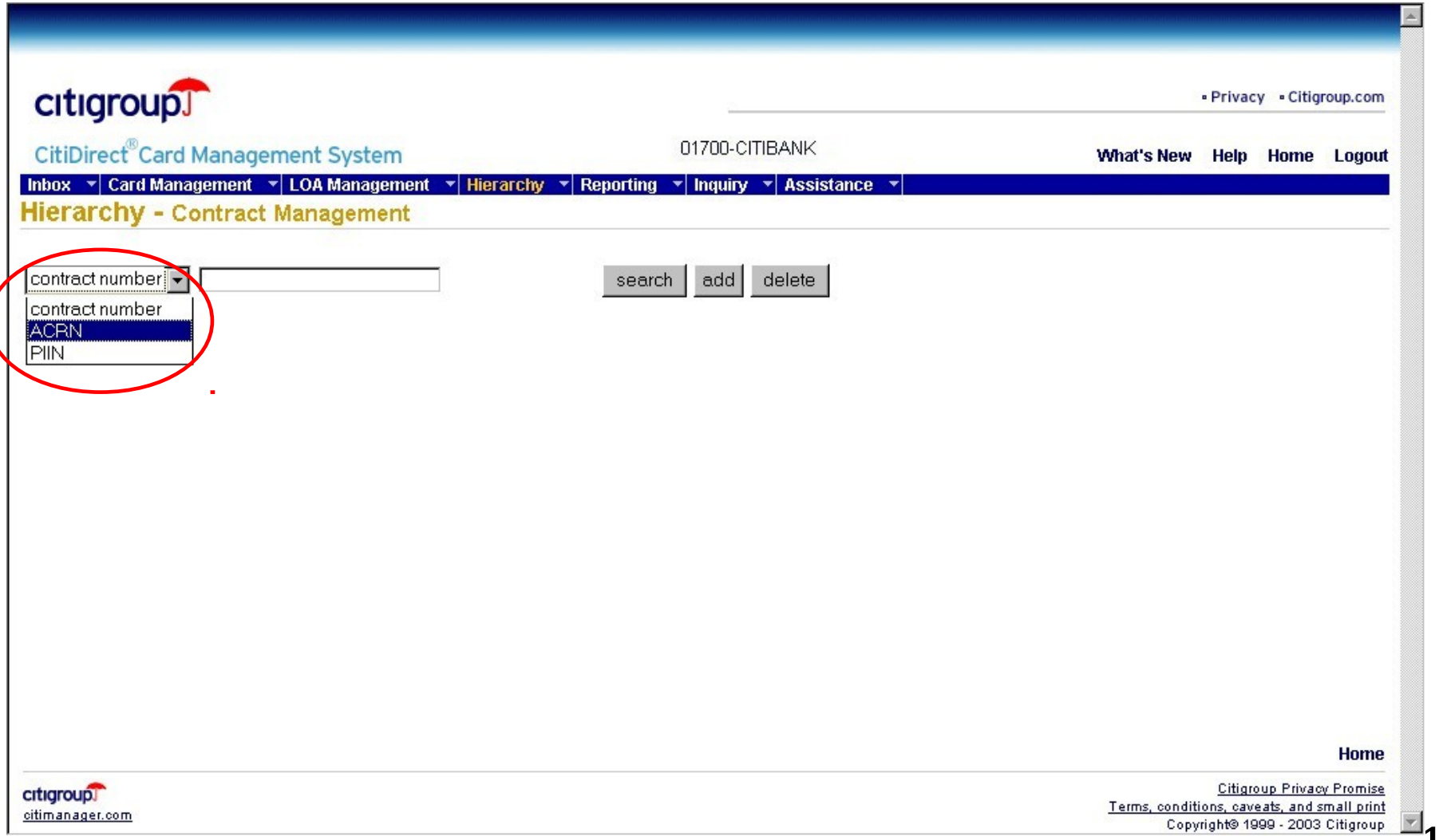
APC Functionality

Hierarchy – Contract Management



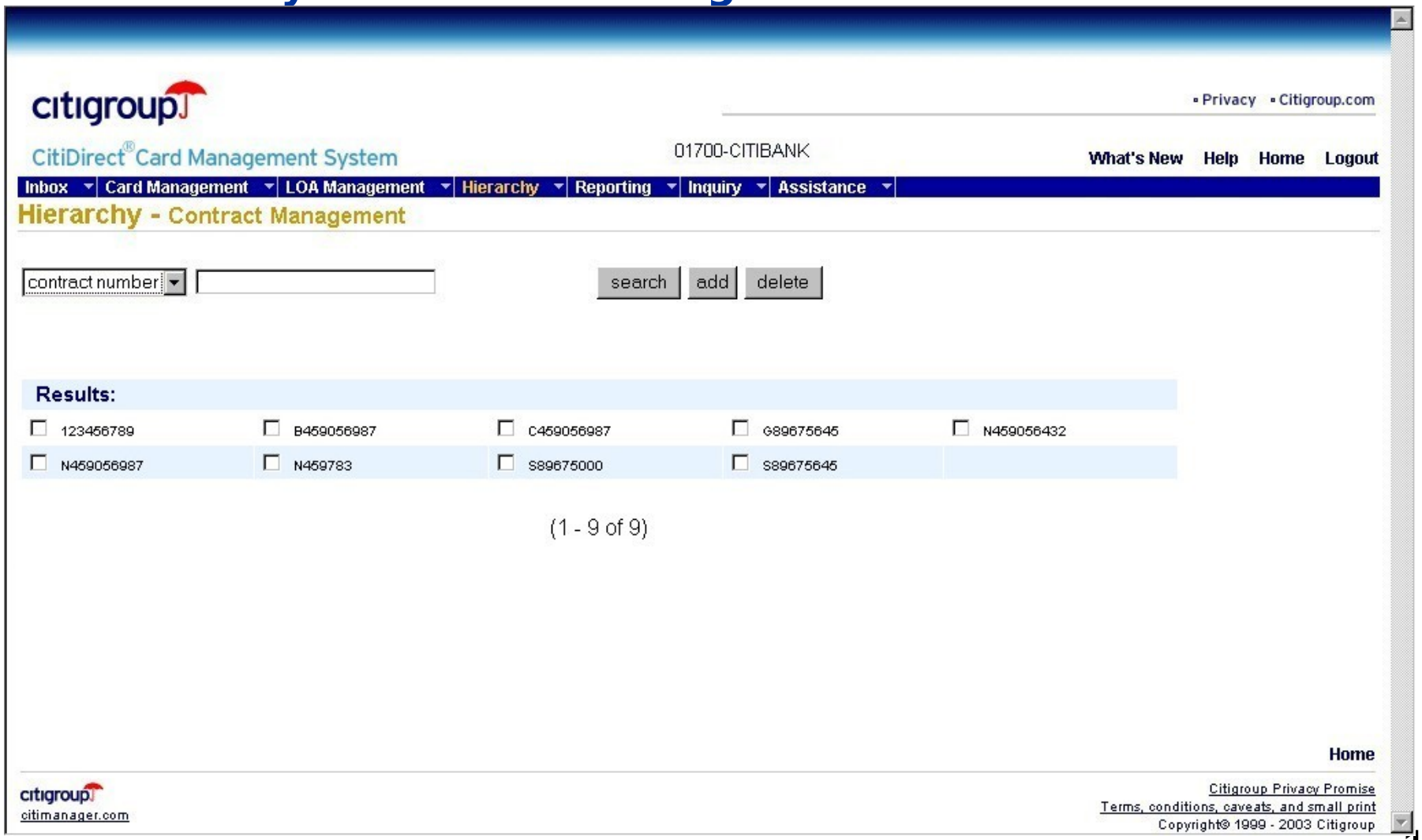
APC Functionality

Hierarchy – Contract Management



APC Functionality

Hierarchy – Contract Management



AO/Cardholder Functionality

Transaction Processing

- No obligation is created when a transaction posts
- No SDN is created by CitiDirect
- CH/AO is responsible for assigning the “Contract Number” to the transaction before certification
- If required, the CH/AO is responsible for assigning the ACRN and PIIN to the transaction before certification
- CH/AO can create and save contract numbers, ACRN and PIIN values to the dropdowns for later reuse

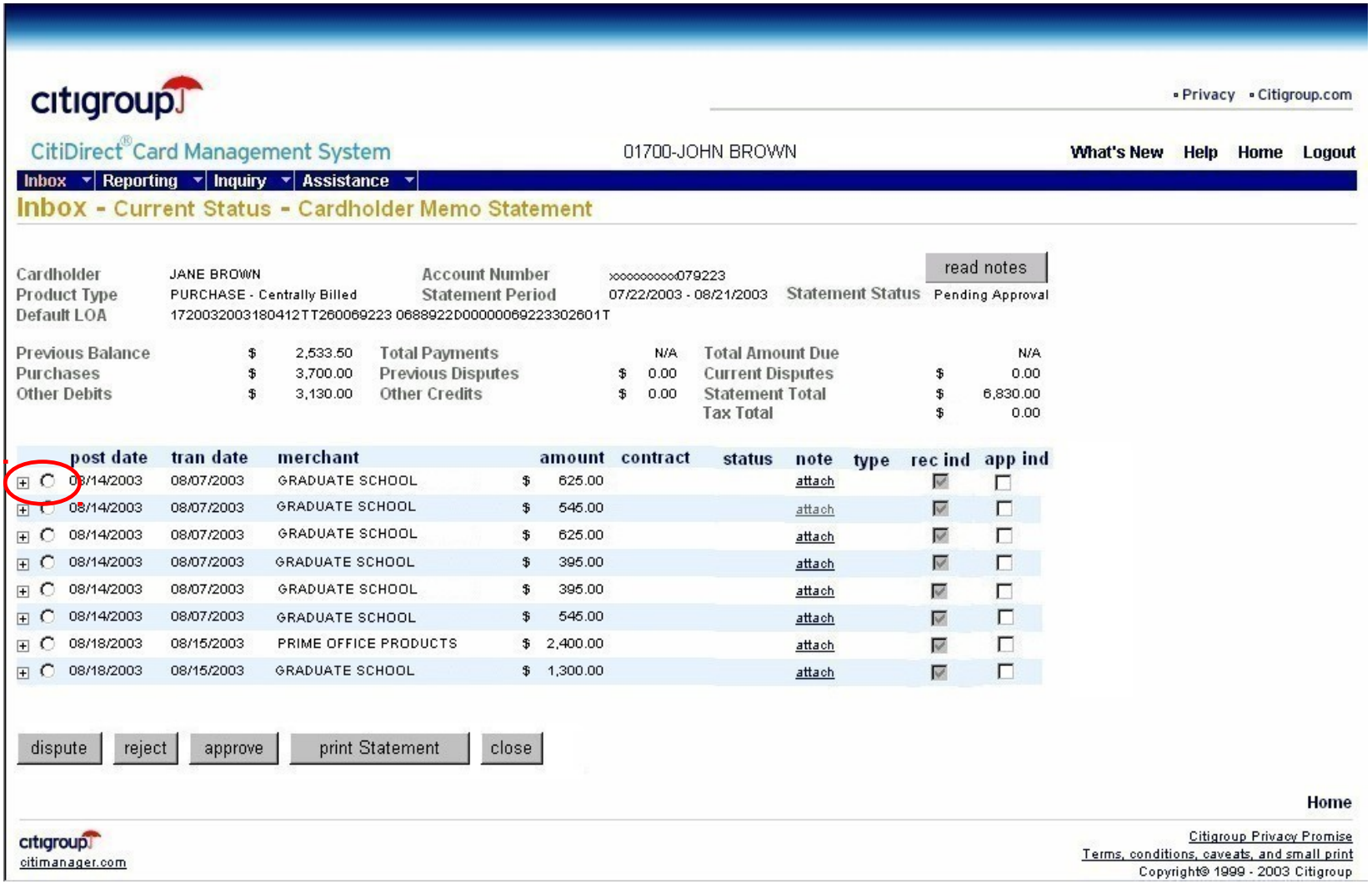
AO/Cardholder Functionality

Transaction Processing

- **Approval and Certification of the statement will be disabled until all transactions for a given statement have been assigned contract numbers**
- **It is the responsibility of the APC or Financial Manager to establish the obligation in the appropriate accounting system**

AO/Cardholder Functionality

Transaction Allocation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Privacy
Citigroup.com
CitiDirect® Card Management System
01700-JOHN BROWN
What's New
Help
Home
Logout
Inbox
Reporting
Inquiry
Assistance
Inbox - Current Status - Cardholder Memo Statement
Cardholder JANE BROWN
Account Number xxxxxxxxxx079223
read notes
Product Type PURCHASE - Centrally Billed
Statement Period 07/22/2003 - 08/21/2003
Statement Status Pending Approval
Default LOA 172003200318041 2TT260069223 0688922D000000692233026 01T
Previous Balance $ 2,533.50
Total Payments N/A
Total Amount Due N/A
Purchases $ 3,700.00
Previous Disputes $ 0.00
Current Disputes $ 0.00
Other Debits $ 3,130.00
Other Credits $ 0.00
Statement Total $ 6,830.00
Tax Total $ 0.00
post date | tran date | merchant | amount | contract | status | note | type | rec ind | app ind
08/14/2003 | 08/07/2003 | GRADUATE SCHOOL | $ 625.00 | attach
08/14/2003 | 08/07/2003 | GRADUATE SCHOOL | $ 545.00 | attach
08/14/2003 | 08/07/2003 | GRADUATE SCHOOL | $ 625.00 | attach
08/14/2003 | 08/07/2003 | GRADUATE SCHOOL | $ 395.00 | attach
08/14/2003 | 08/07/2003 | GRADUATE SCHOOL | $ 395.00 | attach
08/14/2003 | 08/07/2003 | GRADUATE SCHOOL | $ 545.00 | attach
08/18/2003 | 08/15/2003 | PRIME OFFICE PRODUCTS | $ 2,400.00 | attach
08/18/2003 | 08/15/2003 | GRADUATE SCHOOL | $ 1,300.00 | attach
dispute
reject
approve
print Statement
close
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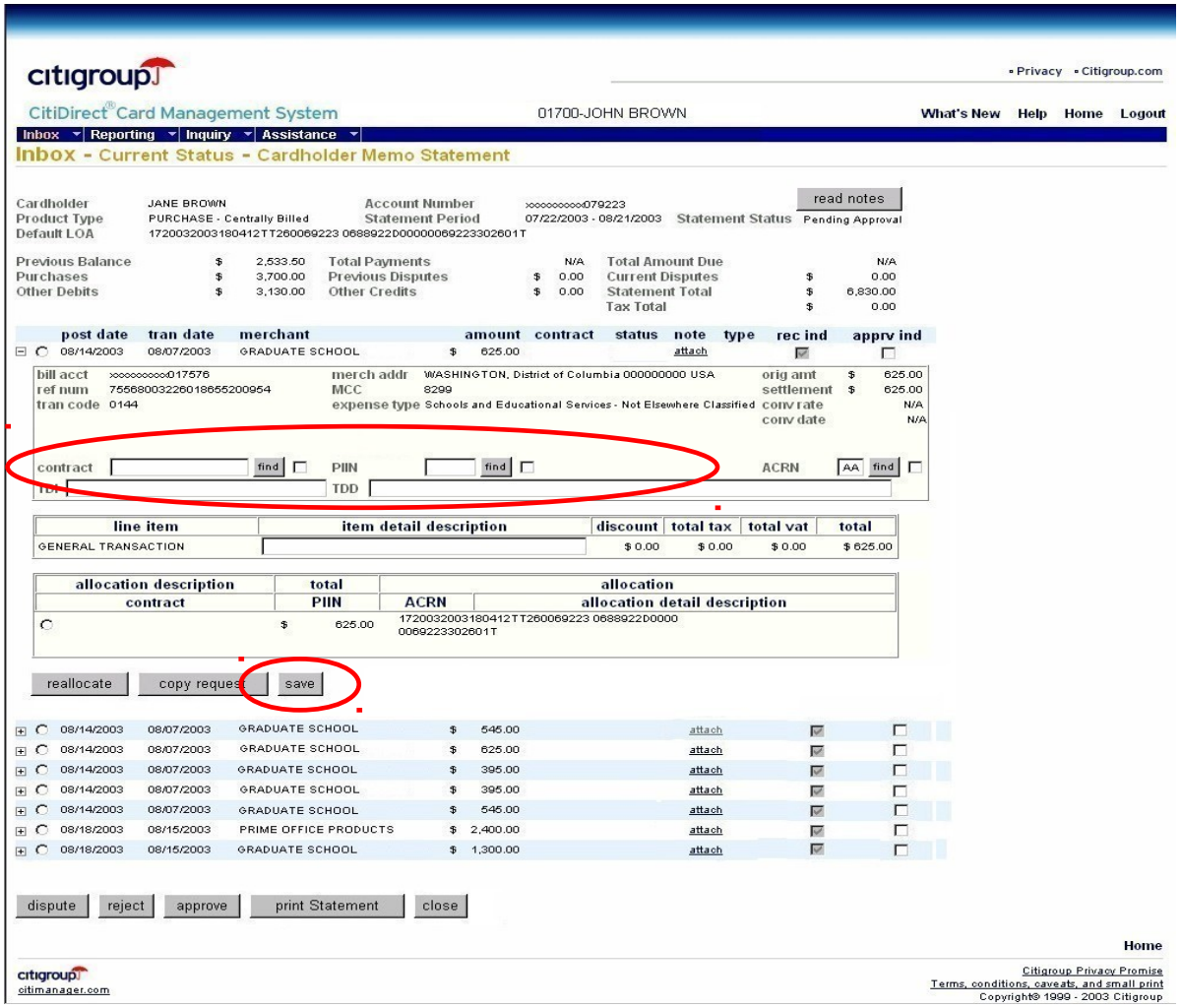
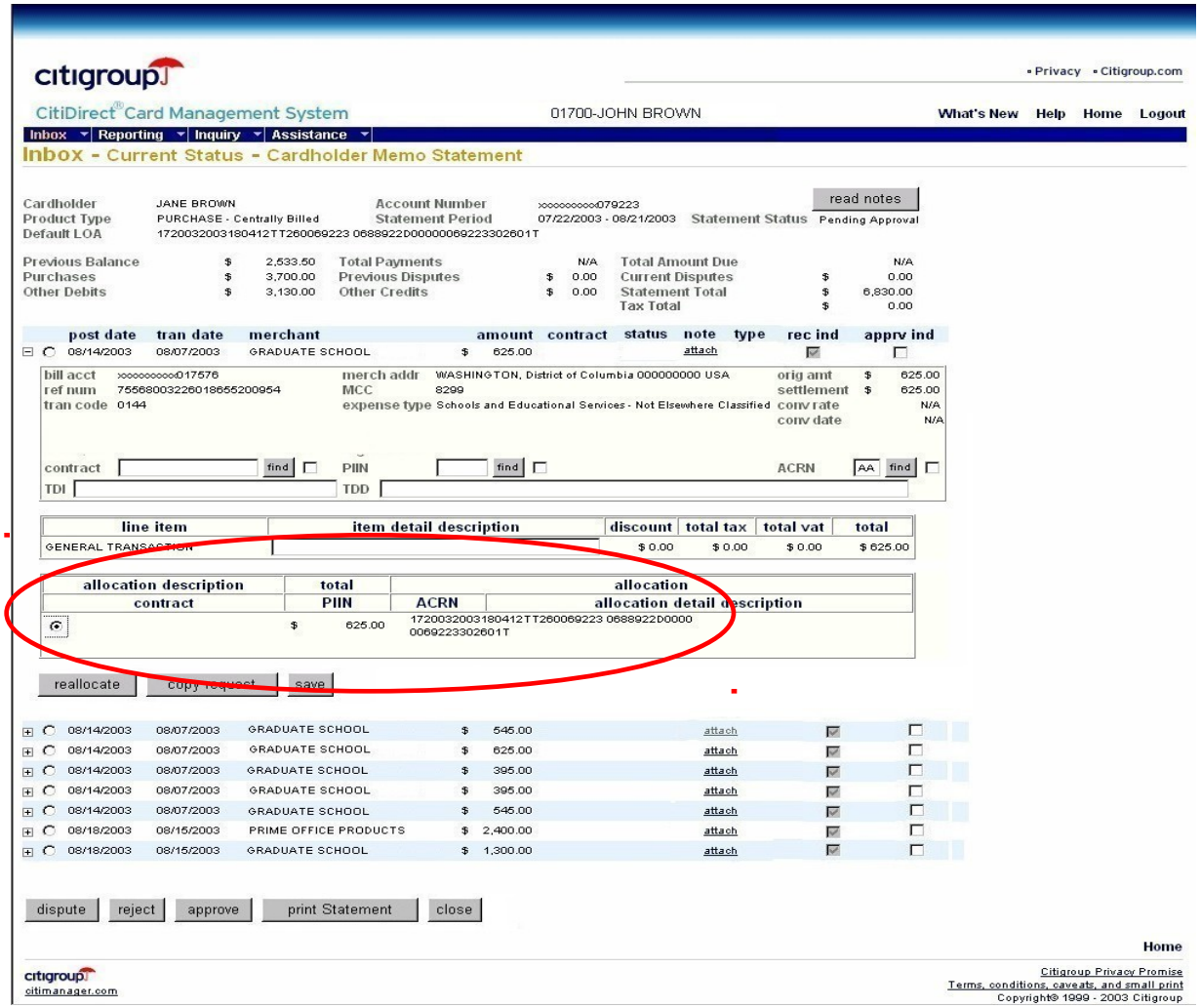
AO/Cardholder Functionality

Transaction Allocation



AO/Cardholder Functionality

Transaction Allocation



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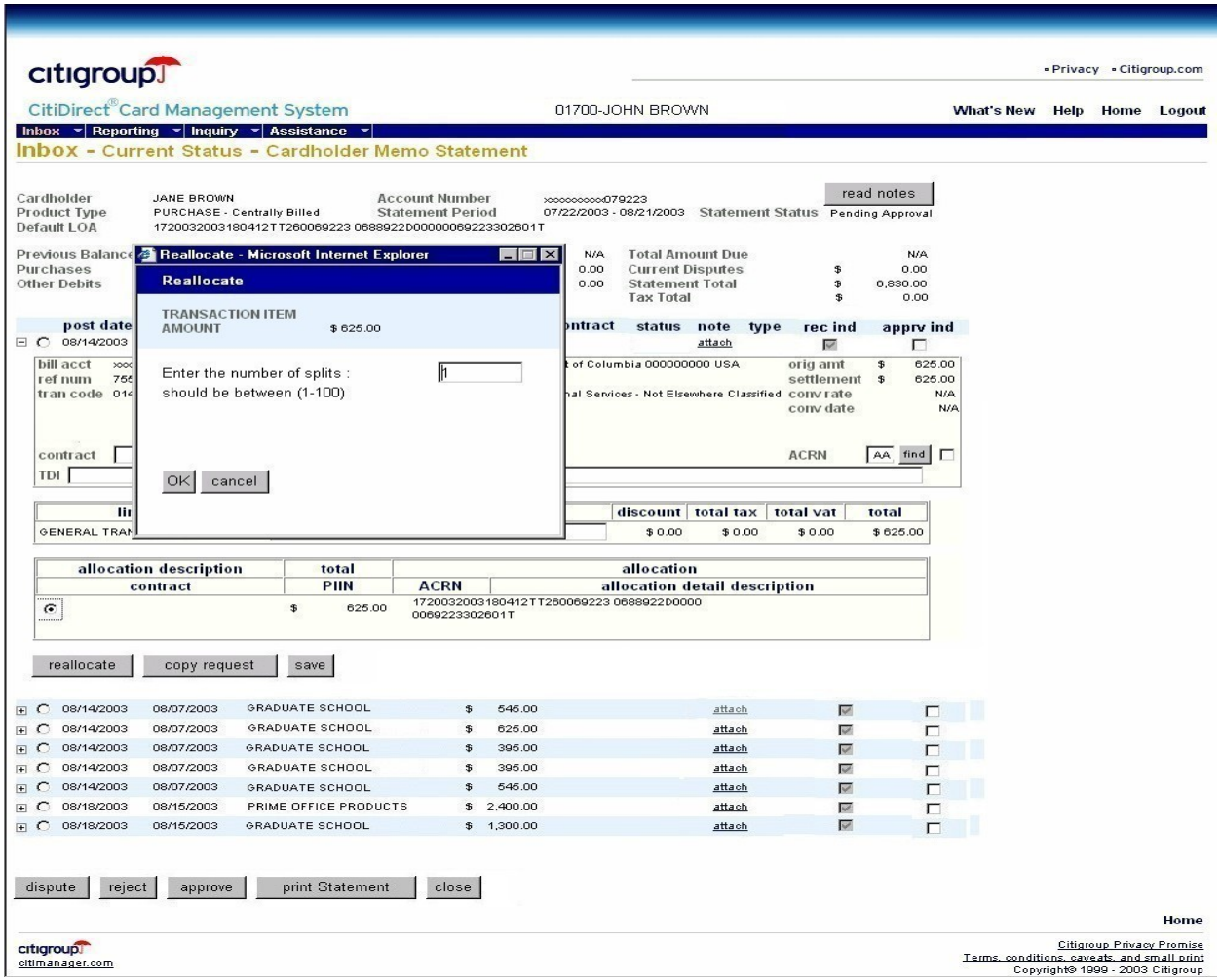

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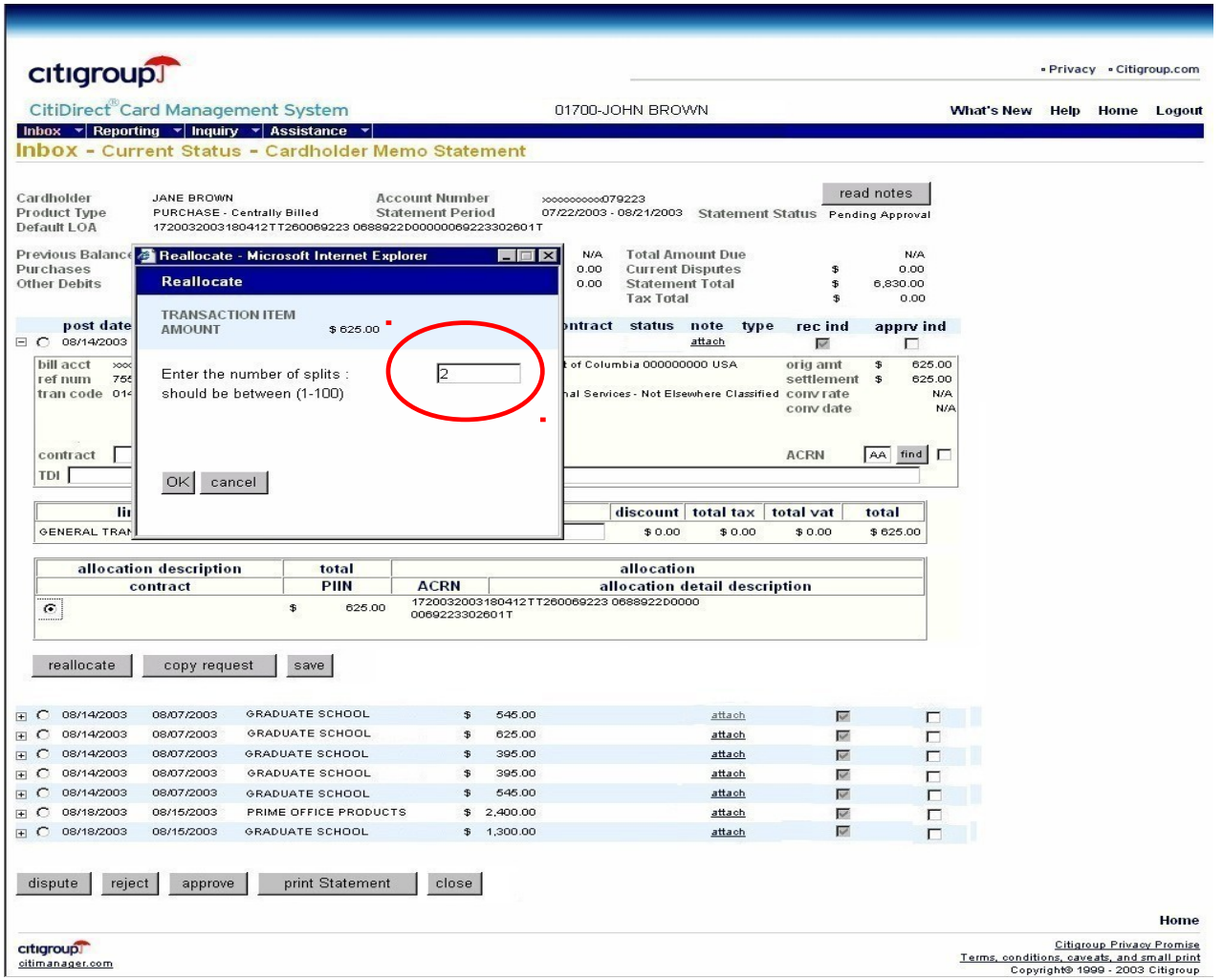

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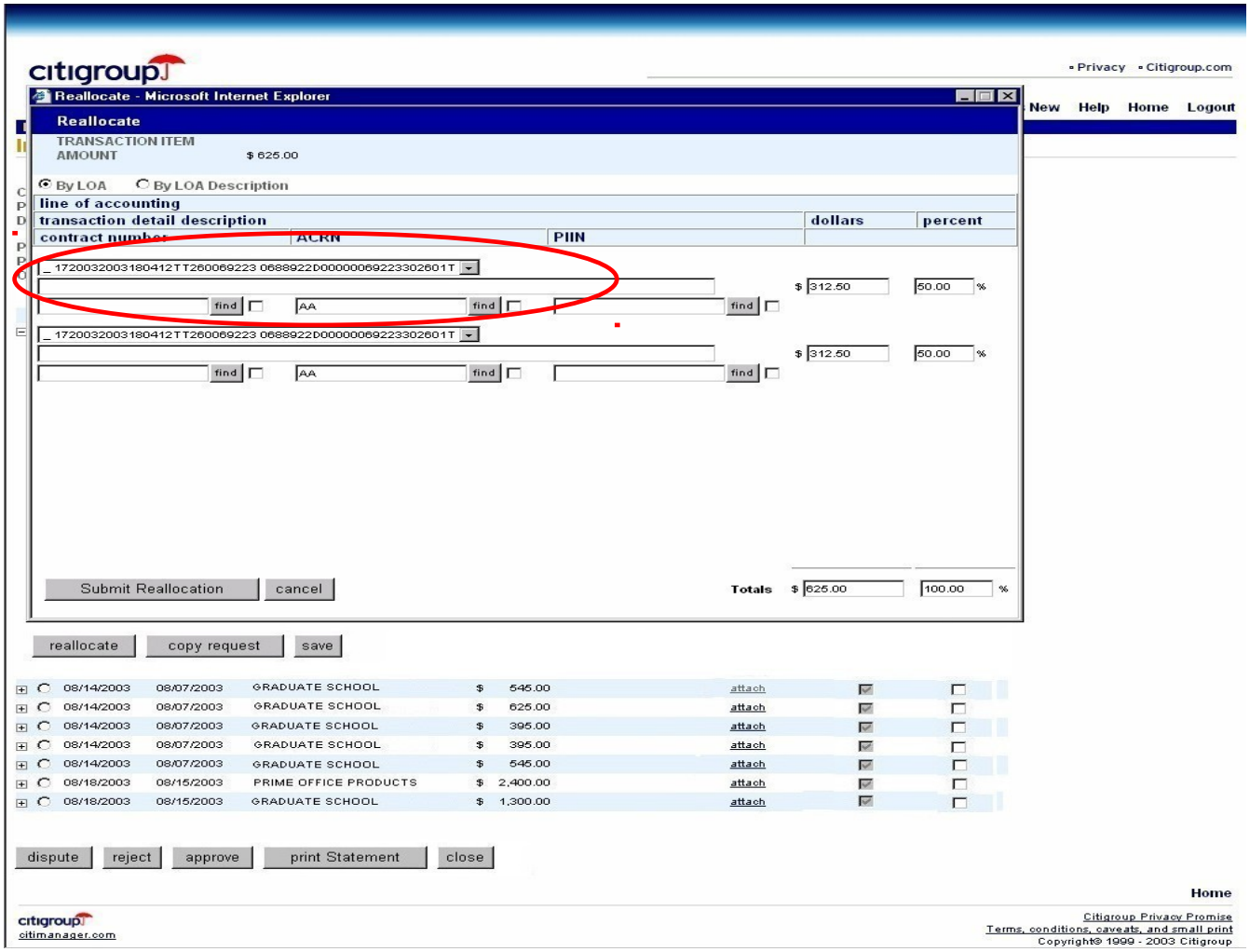

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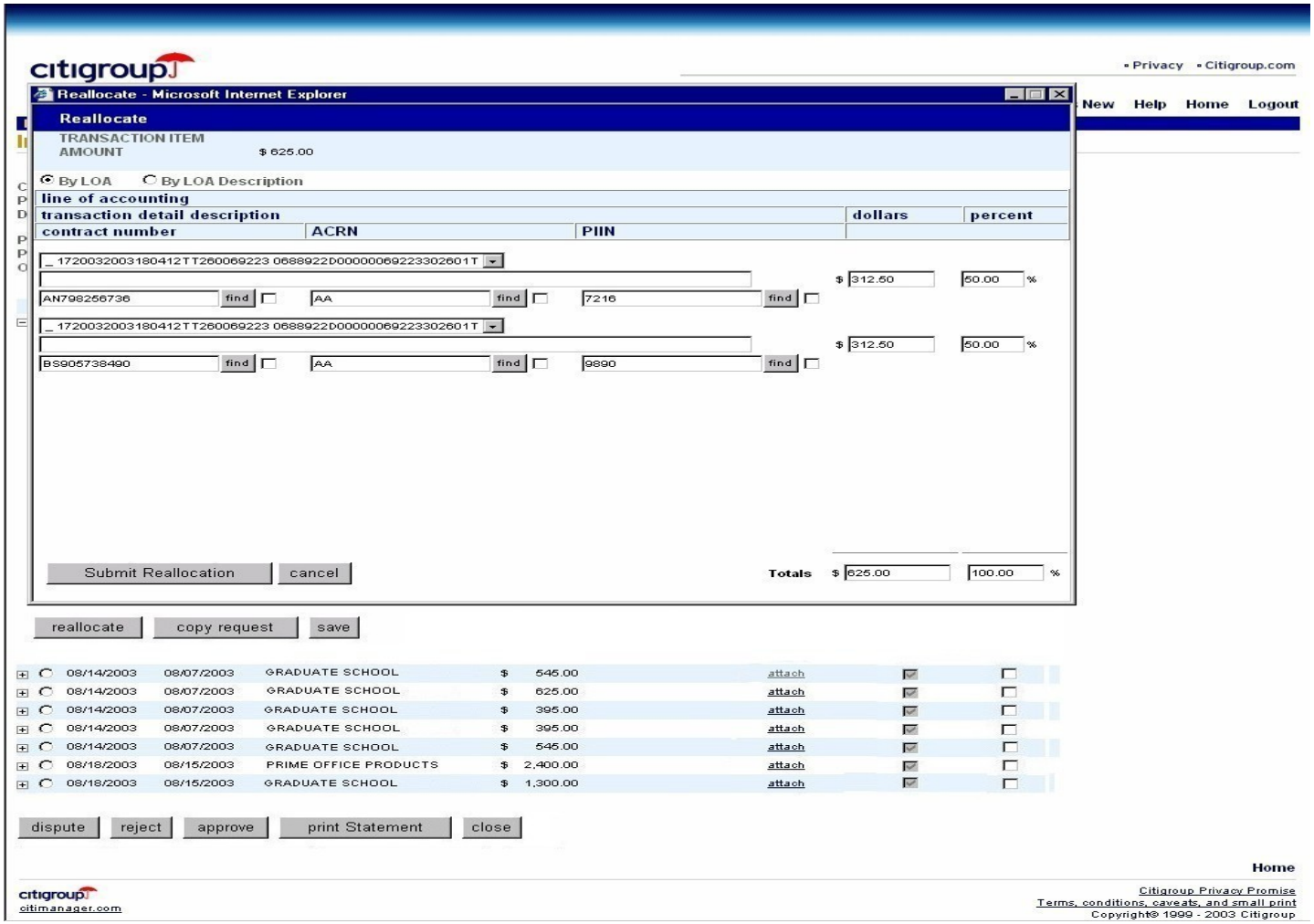

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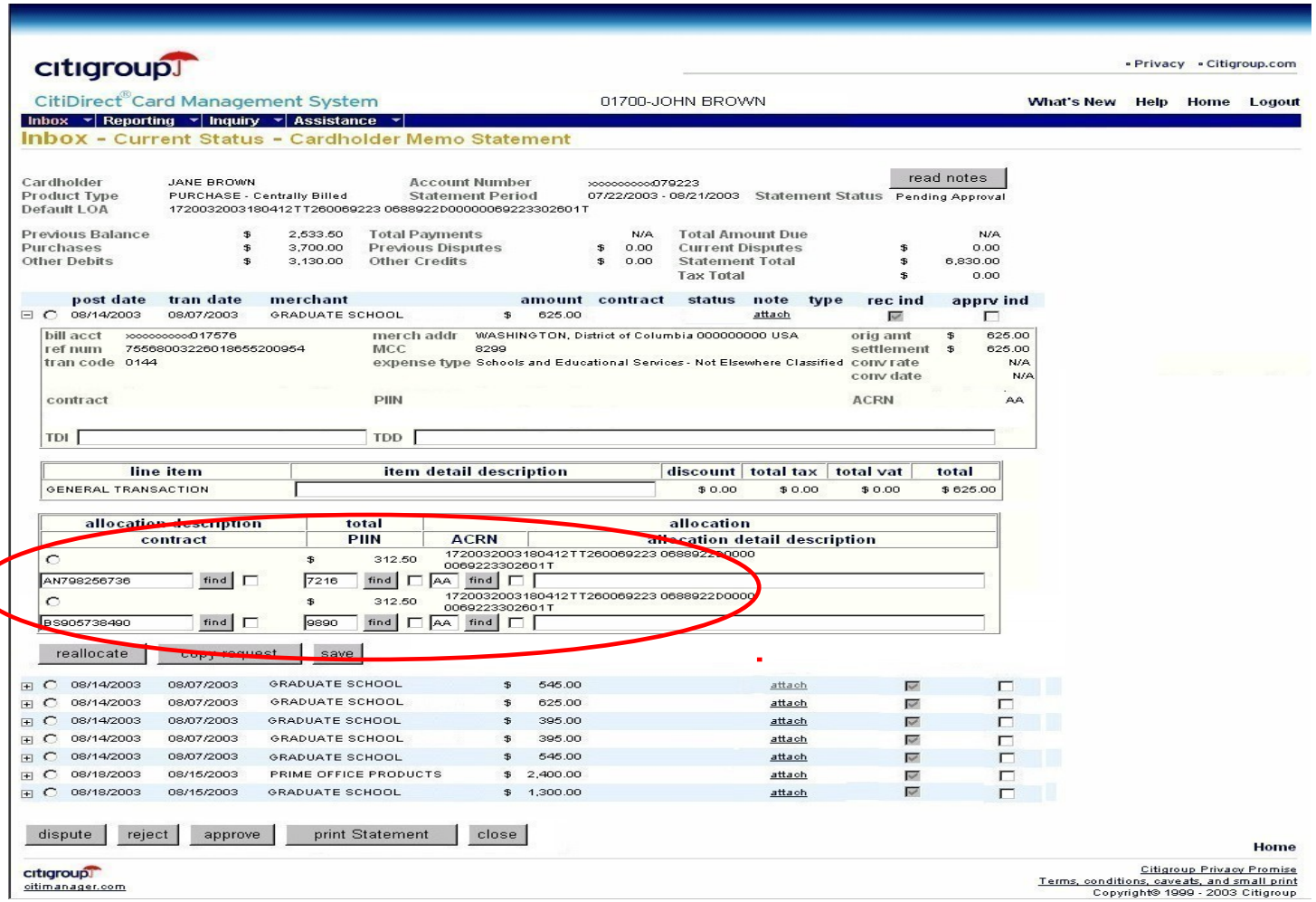
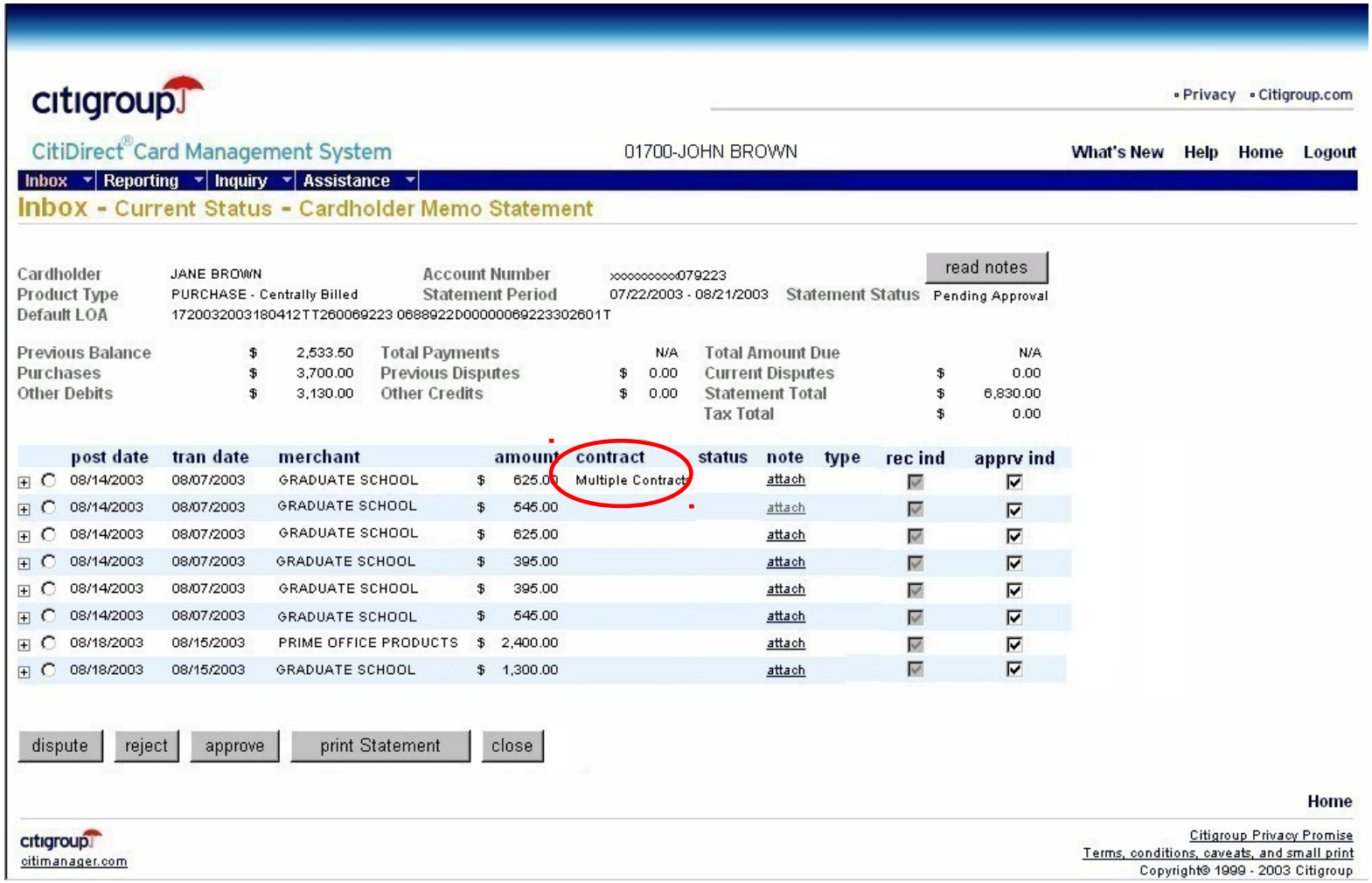


AO/Cardholder Functionality

Transaction Allocation



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